MCG Virtual Computer Training Programs

The Office of Human Resources (OHR) is pleased to offer the following virtual computer training to all Montgomery County Government (MCG) employees. These 90 minutes sessions are **virtua**l hands-on, instructor-led computer training on desktop version of Microsoft 365 applications for both new and experienced users.

Virtual Computer Class Descriptions

Course Title:	Office 365 Overview Tips and Tricks
Course Description:	This course covers the latest features added to Microsoft Office 365 including Word, Excel, Outlook, and PowerPoint, and new apps added to the Office suite. Find out how to use the new natural language query feature in Excel, get writing and research assistance, get someone's attention in Outlook, create better lists in PowerPoint, and visualize math concepts using the math assistant in OneNote. Plus, learn about new apps in the Office 365 suite including To-Do and Forms.
Course Objectives:	- Using natural language queries in Excel - Getting writing assistance from Editor - Using the Resume Assistant in Word - Turning data into maps in Excel - Setting access to linked files right within Outlook - Creating better PowerPoint lists with Designer - Using the math assistant in OneNote - Working with Microsoft To-Do and Forms
Course Title:	Excel Tips and Tricks for Beginners
Course Description:	Looking to get started with Microsoft Excel? This beginner-level course can help. The course introduces new users to the fundamentals of Excel. The course covers how to create new workbooks, add and format numbers and text, work with basic formulas and functions, and leverage key features such as AutoFill, which allows you to quickly fill new cells using existing cells where there is a pattern. Plus, learn how to insert charts, quickly share your spreadsheets with others, and more.
Course Objectives:	- Explore efficient methods for adding functions and formulas. - Format text, numbers, dates, and times. - Save, share, and print your workbooks. - Recognize how to freeze panes to control your view. - Recall methods for protecting documents.

Course Title:	Excel Tips and Tricks - Advanced
Course Description:	Want to take your Excel game to the next level? In this course, you will learn powerful tips, tricks, and shortcuts that can help you leverage more of what Excel has to offer. Learn time-saving tricks for creating formulas rapidly, accelerating data entry, and navigating within worksheets efficiently. Plus, discover drag and drop techniques, formatting shortcuts, charting and PivotTable tips, and much more.
Course Objectives:	• Creating charts with keystroke shortcuts • Expanding and collapsing ribbon and full-screen views • Display shortcuts • Efficiently navigating between workbooks and worksheets • Selecting entire rows, columns, regions, and worksheets • Data entry and editing shortcuts • Rapidly creating formulas • Operational and formatting shortcuts • Data management techniques
Course Title:	Word Tips and Tricks - Intermediate & Advanced
Course Description:	Improve your productivity and efficiency in Microsoft Word with these useful tips on some of the most overlooked features in Word 2020. See how to use Word Online, set defaults for new documents, and stay up to date with the frequent changes to Word. The course will also delve into specialized text formatting and provides other helpful tips for working with nonprinting characters, revealing formatting, customizing the spell-check dictionary, password-protecting documents, and more.
Course Objectives:	• Recognize what the default font size option allows you to do. • Identify the best way to run updates for Word. • Recall where you should apply a drop cap for effect. • Name the option you should use if you need to count the spaces between words in a document. • Identify how to keep the spell-checker from becoming a nuisance while working on a document. • Explain when you should compress all of the pictures in your document.
Course Title:	PowerPoint Tips and Tricks - Intermediate & Advanced
Course Description:	Discover powerful tips and shortcuts that will help you leverage the latest features and take your PowerPoint game to the next level. In this course we will show you how to create professional-looking transitions with the Morph feature, insert and edit 3D graphics in your presentation, use the new drawing features in PowerPoint, and take advantage of numerous AI-powered enhancements. You will also learn how to add watermarks to your slides, benefit from a

	number of helpful add-ins, and record video of your PowerPoint presentation.
Course Objectives:	• Animating with the Morph transition • Inserting 3D models • Turning on Microsoft Intelligence Services • Mastering PowerPoint Designer • Drawing and inking • Recording a slideshow
Course Title:	**Outlook Tips and Tricks - Intermediate & Advanced**
Course Description:	Learn tips, tricks, and shortcuts that will make you an Outlook power user. In this course, we will show you how to save time, increase productivity, and keep yourself organized with Outlook. You will begin with the top 10 productivity tips, and then shows how to quickly organize your inbox and manage incoming messages. You will learn how to manage appointments, work with contacts, and integrate your tasks with the rest of Outlook.
Course Objectives:	• Finding a contact in seconds' flat • Listening to email • Reusing text with Quick Parts • Color-coding emails • Making use of Favorites • Automating email with rules • Creating new tasks quickly • Rescheduling appointments • Cloning appointments • Linking contacts • Setting up an out-of-office message
Course Title:	**Pivot Tables for Beginners**
Course Description:	PivotTables do not have to be scary! This powerful Excel feature cuts the time you spend on formulas in half. In this concise course you will learn how to get started using them to analyze your data. You will begin by explaining two PivotTable basic building blocks: value fields and row fields. You will learn how to adjust a PivotTable by adding fields, filters, and formatting. Finally, you will learn how to use special filter buttons which are known as slicers, and he also demonstrates how to use timelines. At the end, he goes over the basics of refreshing and updating a PivotTable.
Course Objectives:	• Describe when you would use a PivotTable. • List the things you need to do prior to creating a PivotTable. • Explain the benefits of creating an Excel table before creating a PivotTable. • Describe a conceptual representation of the value field. • Cite the reason you should periodically refresh a PivotTable.

Course Title:	**Power BI for Beginners**
Course Description:	This course covers the latest features added to the Office365 version of Power BI (the web app). Find out how to use the intuitive report builder to quickly generate informative charts, reports, and dashboards.
Course Objectives:	• Preparing Excel data for Power BI • Creating Basic Charts • Building Reports • Building Dashboards

Course Title:	**Power BI Intermediate and Advanced**
Course Description:	This course covers the latest features added to the Office365 version of Power BI (the web app). Find out how to use Power BI to publish and share reports and Dashboards. Discover the built-in visual analytics features in Power BI to help you with your analysis. And finally, learn how to add interactivity to your reports.
Course Objectives:	• Publishing and Sharing and reports and dashboards • Using Quick Insights to analyze your data • Using Q & A to automatically generate charts from your data • Adding interactivity to your reports

Course Title:	**SharePoint - Introduction**
Course Description:	SharePoint, the powerful collaboration portal from Microsoft, can help you and your team more easily collaborate on documents, and share common resources. In this course, get the skills you need to work effectively with SharePoint, as well as access the most used features of SharePoint Online. In this class, you will learn how to leverage the features of SharePoint to collect and distribute information, share resources, and use SharePoint with Office apps.
Course Objectives:	• Orientation - How to get around SharePoint • Searching, editing your profile, navigating team sites • Document libraries - creating, storing, sharing, and coauthoring documents in SharePoint, manage document version history, check out files for exclusive editing • SharePoint Lists - working online with simple tables of data